

**Department of Health and Human Services (DHHS)  
Grants Management Advisory Committee (GMAC)  
December 12, 2013 Draft Meeting Minutes**

**Meeting Locations:**

Nevada State Legislature, 401 S Carson Street Room 4100, Carson City NV  
Grant Sawyer Building, 555 E Washington Avenue Room 4412, Las Vegas NV  
Great Basin College, 1500 College Parkway, High Tech Center Room 137, Elko NV

**Committee Members Present**

Al Conklin  
Connie McMullen  
Jeff Fontaine  
John Thurman  
Marcia O'Malley  
Michele Howser

**Committee Members Absent**

Arthur De Joya  
Cindy Roragen  
Dr. David Jensen  
Dr. Ina Dorman  
Kevin Schiller

**DHHS Staff Present**

Amber Joiner, Deputy Director of Programs, DHHS  
Sally Dutton, Gary Gobelman, Toby Hyman, Pat Petrie, Rique Robb, and Gloria Sulhoff, DHHS, Grants Management Unit (GMU)

**Members of the Public Present**

Carson City

A. Fitzgerald, WCSD FRC  
D. Sheridan, Tahoe SAFE Alliance  
Jessica Emstee, The Children's Cabinet  
Shannon Simmons, Advocates to End Domestic Violence  
Paula Berkley, FBNN  
Rebecca LeBeau, CAP – Washoe  
Scott Youngs – UNR  
John Collins, Ridgehouse  
Don Jackson and Ashley Greenwald, UNR – PBS-NV  
Lyson Beaulieu, Community Services Agency

Elko

Michele Oke, PACE Coalition

Las Vegas

Linda Lewis, Positively Kids  
Lindsey Nelson, Boys Town Nevada  
Maria Azzarelli, Southern NV Health District  
Angela Phillips, Olive Crest  
Shelle Sponseller, Accessible Space Inc.  
Stephanie Vesnik, Nevada PEP  
Marcia Blake, James Seastrand Helping John  
Hands of NLV  
Alicia Santiago, SNCIL  
Jennifer Findlay, St. Rose Hospitals

**Call to Order and Announcements**

Committee Chair Jeff Fontaine called the meeting to order at 9:15 am. He noted that a quorum was not present; although they will proceed through the agenda, no action would be taken on any of the items. Mr. Fontaine announced that GMU Chief, Laurie Olson, was not present due to a death in the family and conveyed condolences on behalf of the GMAC. He also announced that Denise Tanata-Ashby, who filled the position of one member with knowledge, skill and experience in the provision of health services to children, had tendered her resignation from the GMAC due to other time commitments. Additional vacant seats on the committee include one member with knowledge, skill and experience in finance or business; and one member with knowledge, skill and experience in building partnerships between the public and private sectors. He asked the GMAC members to send nomination recommendations to GMU staff so these three positions could be filled as soon as possible.

### **Public Comment**

None

### **Election of Officers**

Tabled due to lack of quorum

### **Approval of September 12, 2013 GMAC Minutes**

Tabled due to lack of quorum

### **Review of GMAC Bylaws**

Mr. Fontaine opened this agenda item for discussion but noted that no action would be taken. Toby Hyman, GMU staff, referred the members to a copy of the bylaws, approved October 21, 2000, that was included in the meeting materials. GMU staff proposed three edits to Article II, Sections A and B, regarding programs and funding sources administered by the Department:

- Delete "Family to Family Connection", which was defunded in the 2011 Legislature;
- Add "Differential Response", a program developed since the Bylaws were adopted; and
- Add "Contingency Account for Victims of Human Trafficking", a fund created by the 2013 Legislature.

Mr. Fontaine indicated there may be other changes needed in addition to those cited by Ms. Hyman, and appointed a subcommittee to review the bylaws and report back, specifically requesting an analysis of the committee's duties as contained in the bylaws against what is outlined in statute. Two GMAC members, John Thurman and Connie McMullen, volunteered to serve on the Bylaws Review Subcommittee.

### **Grants Management Unit Reports**

#### Grants Management Unit Annual Report for Fiscal Year 2013

Gary Gobelman, GMU staff, presented highlights of the GMU Annual Report, which the Unit is required to submit to the Legislative Council Bureau (LCB) each year. In fiscal year 2013, the GMU administered 133 grants and contracts that were awarded a total of \$12 million through seven funding sources; completed a statewide needs assessment; established priorities for the FY14-15 Request for Applications (RFA); and completed a statewide Information and Referral (I & R) Strategic Plan. Copies of the report were included in the meeting handouts, and the report was also available on the GMU website. Marcia O'Malley requested a copy of the I & R Strategic Plan; Mr. Gobelman indicated it would be forwarded to the members and reviewed at the next GMAC meeting.

#### Contingency Account for Victims of Human Trafficking

Amber Joiner, DHHS Deputy Director of Programs, informed the committee of this new fund established by AB311 during the 2013 Legislative Session in response to a national movement to classify these individuals as victims rather than criminals. To date the Fund had received two donations totaling \$3,562.75. Once the Fund has accumulated a sufficient sum of money, a competitive process for distributing the funds will be implemented. Ms. Joiner stated that a target sum had not yet been determined. The Attorney General's Office is actively involved in identifying funders, compiling a list of contacts, and identifying needs within this program area. Donors may designate contributions to a specific service if the donation amount is large enough to be of use. AB311 contained only a very broad definition of "victims of human trafficking", including pandering, prostitution, and involuntary servitude, and did not include any parameters for fund distribution. The GMAC will be responsible for making

funding recommendations for all non-designated contributions to this Fund. Mr. Fontaine requested that the agenda for the next GMAC meeting include a presentation from the Attorney General's Office to advise them on fund development strategies and the needs of victims in our communities.

#### Food Security

Angela Owings, GMU, introduced herself as the staff lead for the new Office of Food Security. She also manages the ten hunger grants issued during the last RFA process, which include seven one-stop shops and three food pantries to increase access in underserved areas. The Governor's staff is working on an Executive Order to develop a Food Policy Council and, once issued, filling the Council seats will be a priority. In response to a question from Ms. McMullen, Ms. Owings stated that the Executive Order would likely identify funding for the Food Policy Council. The five core principles listed in the Food Strategic Plan are to: incorporate economic development opportunities into food security solutions; use a comprehensive, coordinated approach to ending hunger and promoting health and nutrition; focus on strategic partnerships between all levels of government, communities and nonprofit organizations; use available resources more effectively and efficiently; and implement research-based strategies to achieve measurable results.

#### Planning for Update of Statewide Community Needs Assessment

Sally Dutton, GMU staff, reported that SB421, passed in the 2011 Legislative Session, revised the administration of the Fund for a Healthy Nevada (FHN) by eliminating the percentages of revenue designated to specific program areas and required the DHHS to develop a distribution plan based on the results of annual community needs assessments conducted by the GMAC, the Nevada Commission on Aging, and the Nevada Commission on Services to People with Disabilities.

The GMU hired a temporary staff person, Deb Tyler, to lead this project from September of 2011 to February of 2012. During this timeframe, Ms. Tyler conducted 3,059 surveys and held 14 statewide public forums in 16 locations, including eight in rural counties, two in Washoe County, and six in Clark County. She also conducted extensive research using other data sources such as the US Census Bureau. At the conclusion of the project, Ms. Tyler compiled a manual with recommendations for conducting future needs assessments. Based on Ms. Tyler's recommendations, Ms. Olson, GMU Chief, has suggested that this year's assessment consist of a survey and several public forums, including one during the March GMAC meeting. The updated needs assessment should be submitted to Mike Willden, DHHS Director, by June 30, 2014.

Given the shortage of funds and staff resources available to perform this year's assessment, the GMAC was asked for direction on the activities that they consider to form a reasonable assessment. Ms. O'Malley and Ms. McMullen suggested forming a subcommittee to meet with the two Commissions to avoid duplication of effort. Mr. Fontaine concurred with that suggestion, and approved of the survey and holding a public forum at the next GMAC meeting, but wondered if these constituted sufficient outreach efforts. He suggested that the Department secure funding to expand the project, and asked Ms. Joiner to convey these requests to the Director; ascertain whether resources are available; and confirm any interest in conducting extensive outreach. He indicated he would be open to calling a special meeting of the GMAC to move forward with a definitive plan.

#### **Grantee Presentation: Positive Behavior Support, UNR**

Don Jackson and Ashley Greenwald, program operators of PBS NV, were in attendance at the request of the GMAC Subcommittee that reviewed their grant application. Mr. Jackson stated that the program,

which began in 1999, was accepted as a state training project and received \$8,000 in seed money, with core funding provided from the Fund for a Healthy Nevada. Now in its 13<sup>th</sup> year, the project is self-sustaining. Ms. Greenwald reviewed highlights from the handout that was distributed to attendees. The program utilizes a team-based approach with everyone involved in a person's life from birth to death. It offers technical assistance and development of a behavior plan. The "Train the Trainer" component is very efficient; trainers can implement PBS within their organizations, and it is very effective in the schools. Staff members involved in the project have extensive training and include a board certified behavior analyst. Grad work requires 225 credit hours and 1,500 supervisor field hours.

**Public Comment**

None

**Adjournment**

Mr. Fontaine announced the next meeting date of Thursday, March 13 at 9 am. He thanked the committee members and adjourned the meeting at 10:36 am.